

## Guidelines for Completing the Utility Agreement Cost Estimate

The Utility Agreement Cost Estimate (Estimate), formerly known as the 10 Page Estimate, has been revised to accommodate current practices of Utility Companies use of attachments and exhibits to support the estimate categories and overall totals. The Estimate has been streamlined by requiring the Company to insert the final estimate amounts for the major categories of the work such as Engineering, Right-of-Way, Construction, Salvage and Depreciation, Betterment, and Proportionate Share. The Company will need to provide documentation (“Exhibits”) to support the estimate categories. The Estimate no longer has separate tables under the major categories for the Company to complete. The Company’s exhibits (or attachments) will take the place of the tables in the previous Estimate versions.

The Company should insert data into all of the applicable shaded fields.

The Company should note all exhibits/attachments in the Estimate with the appropriate designation (Example – Exhibit A, Exhibit B, etc.).

For Item XIII, the Company shall check the appropriate statement. In Summary:

- Either the Department will participate at 100%, or...
- The Company and the Department will share in the costs with no betterments, or...
- The Company and the Department will share in the costs with the Company funding betterments, or...,
- The Company and the Department will share in the costs with the Company funding betterments and non-betterments.

On Page 6:

Items V through XII will calculate or populate automatically. However, as stated above, the Company will need to check the appropriate statements as applicable to the specific estimate and project. In addition, the Company will need to complete the section by inserting the numbers calculated/populated at the top of the page into the applicable section and shaded fields. Depending on which statement is selected, the Company will also need to insert the participation percentages from Page 4.

Remember, if the section or field is shaded, input, if applicable to the section or item, is required from the Company.